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We welcome applications from everyone regardless of age, race, colour, sex, marital

For Ofﬁce Use Only

**Application for Employment**

**as a Headteacher / Deputy Headteacher / Assistant Headteacher / Teacher**

# Please read the “Guidance Notes for Applicants” leaflet before you ﬁll in this application form

status, religion or belief, ethnic

origin, nationality,

Post Ref. Number:

Teacher reference number (TRN):

Post Title:

disability, gender preference or sexual orientation.

It is the Trust’s policy to interview disabled candidates who meet all the essential criteria. Reasonable

Where did you see the job advertised?

# Personal details

Last Name:

First Name/s:

Address:

Postcode:

Telephone (please tick preferred contact details)

Former Names (if any):

Email Address:

National Insurance Number:

or Proof of Right to Work in the UK:

adjustments will be made to facilitate

Home:

Work:

Mobile:

disabilities.

Please remember to include any speciﬁc projects

Do you hold Qualiﬁed Teacher status? Yes No

Have you successfully completed a Yes No period of induction as a qualiﬁed teacher

in this country where the DfES required this?

If ‘Yes’, please give date of the award:

If ‘Yes’, please give date of completion: Do you consider yourself to be disabled?

Yes No

or areas of responsibility that

If you are already a Barnsley MBC employee, are you ‘at risk’?

Yes No

If yes, please provide details of your at risk status

you have held or are holding.

Do you want to be considered for Job Share?Yes No

Please tell us if there are any dates when you will not be available for interview:

# Employment

Please tell us about your present employment or last job if you are currently unemployed.

Post Title: Employer:

Name, Address and Type of School:

Please describe in brief your duties and responsibilities (and key achievements where relevant):

Date Employment Started:

Date Employment Ended:

(if applicable)

Reason for Leaving: (if applicable)

Salary/Grade: Notice Required: (if applicable)

**1** Additional Payments:

(inc salary safeguarding)

Starting with the most recent, please list all previous

# Previous Employers

**Please tell us about all your previous employment (paid and unpaid).**

employers in chronological order since leaving secondary school. Continue on a separate sheet if necessary.

Name of Employer:

Name, Address and Type of School/ Establishment:

Job Title:

Main Duties/Responsibilities:

If you do use extra pages for your previous employment,

From: To: Reason for Leaving:

please:

1. Tick the box below and follow the same format as this application form.

Name of Employer:

Name, Address and Type of School/ Establishment:

Main Duties/Responsibilities:

Job Title:

1. Remember to put your name on the top of each page and number

From: To:

Reason for Leaving:

the pages.

Name of Employer: Main Duties/Responsibilities:

Name, Address and Type of School/ Establishment:

Job Title:

From: To:

Reason for Leaving:

Name of Employer: Main Duties/Responsibilities:

Name, Address and Type of School/ Establishment:

Job Title:

From: To:



## 2

Reason for Leaving:

Please do not send in a C.V.

If you use extra pages for your previous employment, please:

1. Tick the box below and follow the same format as this application form.

Name of Employer:

Name, Address and Type of School/ Establishment:

Job Title:

From: To:

Main Duties/Responsibilities:

Reason for Leaving:

Have you had any breaks in your employment? Yes No



1. Remember to put your name on the top of each page and number the pages.

If ‘Yes’, please give details:

# Education and Qualiﬁcations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School(s)/Colleges/ Universities attended | Subjects taken, with grades where appropriate | Period of study (please indicate full/part time) | Degree or Qualiﬁcations obtained | Awarding Body & Date of Award |
|  |  |  |  |  |

## 3

Please do not send in a C.V.

Please give details of any courses relevant to this post attended in the last three years.

If you use extra pages, please:

1. Tick the box below and follow the same format

# In-Service Training

**Membership of Professional Bodies (if applicable)**

as this application form.

1. Remember to put your name on the top of each page and number the pages.

Professional Body:

Registration

Number:

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Type of Registration

(e.g. Full/Provisional):

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Renewal

Date:

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Please note that only applicants who can demonstrate that they meet all the essential criteria will be shortlisted for interview.

# Information supporting your application for this post

By using clear, identiﬁable examples, please demonstrate how you meet the criteria indicated on the Employee

Speciﬁcation. Please read the “Guidance Notes for Applicants” leaflet supplied.

**Experience:** I have read and understood the guidance notes.



## 4

Please do not send in a C.V.

If you use extra pages, please:

1. Tick the box below and follow the same format as this application form.
2. Remember to put your name on the top of each page and number the pages.

# General and Special Knowledge:



**Skills and Abilities:**

**Additional Factors:**

## 5

If you have previously retired from employment on the grounds of ill health you will be subject to pre-employment medical screening.

# Pension/Early Retirement details (if applicable)

If you are in receipt of a pension under the Teachers’ Pension Regulations, following early retirement, please indicate the grounds on which you retired (tick as appropriate).

Redundancy Ill Health Actuarially Reduced Date of Retirement: Name of Employer:

One of the two referees must be your present or last employer, if previously employed. NQTs If no previous employment they may nominate their Course Tutor and Head Teacher of their last teaching school experience.

# References

Name: Job Title: Address:

Relationship:

Postcode:

Name: Job Title: Address:

Relationship:

Postcode:

Please note that we do not accept references from relatives or from people writing solely in the

Telephone Number (inc STD code):

Email Address:

Can we contact your referees before your interview?

Telephone Number (inc STD code):

Email Address:

capacity of

friends.

Referee 1:

Yes No

Referee 2:

Yes No

# Data Protection Act 1998

The information you have provided on this application form will be processed by computer. This data will also be used to produce statistics for equality and diversity, and recruitment monitoring.

# Canvassing will disqualify

Are you related to any employee of the Trust? If you are applying for a job in a school, are you

related to a Governor, Head Teacher or Teacher at that school? Please give details:

Name:

|  |
| --- |
|  |

Yes No



Relationship: Position:

|  |
| --- |
|  |

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information or directly or indirectly canvassed a School Governor, CEO, Executive Headteacher or Teacher in support of my application, I may be disqualiﬁed from consideration from the post or face disciplinary action after appointment.

Signed: Date:

X

X

## 6

Failure to disclose

# Disclosure of Criminal Background of those with Access to Vulnerable Groups

information concerning previous convictions may lead to dismissal or disciplinary action by the Trust.

Last Name:

First Name:

Former Names (if any):

Post applied for:

Post Reference Number:

In compliance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2016 the Trust seeks at the earliest opportunity the lawful disclosure of an applicant’s convictions where the applicant, if successful, would be engaged in regulated activity. This is in accordance with GDPR and the Trust is content that it is complying with the appropriate legislative requirements within its recruitment processes to safeguard vulnerable groups. You must therefore, declare any pending prosecutions, any convictions, cautions, reprimands or warnings which you have had at any time other than any protected conviction or protected caution. The information will be treated as confidential and will only apply to this particular vacancy. It is essential that you complete and sign this form. If you do not have any convictions, cautions, reprimands, or warnings, then please write “None” across the boxes.

If the post you have applied for also has: “regular contact with” or “cares for”,

“trains”, “supervises” or “is in sole charge of children or vulnerable adults”, then you will be required to apply for a Disclosure of Criminal conviction and/or record to the Disclosure and Barring Service should your application be successful and before an appointment is confirmed. Having a criminal record will not necessarily bar you from employment. Each case will be judged on its own merits.

If necessary, please use a separate sheet of paper to give full details and place them in a sealed envelope marked ‘conﬁdential’.

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If you use extra pages for details of convictions, reprimands or warnings tick the box below and follow the same format as this application form.

|  |  |  |
| --- | --- | --- |
| Are there any matters pending? | Yes | No |
| Are you barred from working with vulnerable adults? (Vulnerable Adults Barred List) | Yes | No |
| Are you subject to sanctions from a regulatory body? (e.g. TRA) | Yes | No |
| Are you barred from working with children (Children’s Barred List?) | Yes | No |
| If you answered “Yes” to any of the above, please give details below: |  |  |

Date:

Details of convictions, cautions, reprimands or warnings:

Penalty:

# Declaration

I declare that the particulars given are correct and that I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in my application being rejected, dismissal or disciplinary action, or possible referral to the police.

Signed: Date:

X

X

## 7

As a minimum, would you ﬁll in your name, date of birth and the post applied for; the remainder of this section is optional.



Any data provided on this form will be held securely under

For Ofﬁce Use Only:

# Equality Monitoring

We are committed to Equality of Opportunity in Employment. By collecting this information, we are able to ensure that our policies and systems are objective and fair. Please help us by completing this form. The shortlisting/ interviewing panel will not see this information.

the terms of the Data Protection Act.

Post Ref. Number:

Post Title:

Name: Date of Birth:

Are you currently employed by Barnsley MBC? Yes No

For ethnicity, choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. If you tick an “Other” box, please specify as shown.

**Ethnicity** Prefer not to say

**A** White

British Irish European

Gypsy/Traveller Irish

Other White\* - Please state:

**B** Mixed

White and Black Caribbean White and Black African White and Asian

Other Mixed\* - Please state:

**C** Asian or Asian British Indian

Pakistani Bangladeshi

Other Asian\* - Please state:

**D** Black or Black British Caribbean

African

Other Black\* - Please state:

\*If ‘Other’ please specify

**E** Chinese, Chinese British, or Other Ethnic Group Chinese

Other Chinese\* - Please state:

**Religion** Prefer not to say

Christian (including all Christian denominations) Buddhist Hindu Rastafarian Muslim Sikh Jewish None Other\* Prefer not to say

\*If ‘Other’ please specify

There is a deﬁnition of disability in the “Guidance Notes for Applicants” leafet

# Gender

Male Female

# Disabled

Do you consider yourself to be disabled? Prefer not to say Yes No

# Age Group

0 – 16

16 – 20

21 – 30

31 – 40

41 – 50

51 – 60

61 – 70

71– 80 80+

# Sexual Orientation

Bisexual Gay man Heterosexual/straight Lesbian Prefer not to say

Are you open about your sexual orientation at work?

# Thank you for your help

Yes No

## 8

No

No

Yes

Yes

**For Ofﬁce Use Only** (tick as appropriate)

Candidate Shortlisted: Candidate Appointed:

**Please complete the two pages overleaf.**